

Purpose

This file naming convention incorporates a file's confidentiality rating into the file name in order to facilitate good information management practice by making it easy to identify confidential files and handle them appropriately.

Shared Network Drives, Local Drives and Portable Media

The recommended file naming convention for local and shared network drives and portable media (e.g. USB sticks, DVDs) is as follows:

FILENAME-YYMMDD-CATEGORY-VnMn-STATUS . EXT

Where:

FILENAME	the name or title, preferably without embedded spaces or special characters except dash '-' or underline '_' ¹	Mandatory
YYMMDD	Publication or version date	Optional but recommended
CATEGORY	the information category, one of ' CONFIDENTIAL ', ' RESTRICTED ' or ' OPEN ' ²	Mandatory only for Confidential ³ items, capitalized for clarity
VnMn	'version n modification m' where n and m can be any any meaningful numbers ⁴	Optional, upper or lower case
STATUS	'Draft', 'Published' etc.	Optional, upper or lower case
. EXT	File extension	Operating system dependent

Upper or lowercase may be used but it is recommended that the category be in uppercase for greater clarity. This naming convention will have the effect of sorting the files into file name and date order, with the possibility of having different versions (identified by date) with different confidentiality categories as in the following examples:

My_File-131022-CONFIDENTIAL-v0m1-DRAFT . txt
My_File-131028-CONFIDENTIAL-v0m2-DRAFT . txt
My_File-131101-RESTRICTED-v1m0-PUBLISHED . txt
A_File-131101-RESTRICTED . txt

Sharepoint

When files and documents are moved into a Sharepoint team site or document store, the naming convention should change to allow Sharepoint to manage the version numbering, category, dates, status etc. Otherwise files may be needlessly duplicated and we will not be getting full value from the document management functionality.

The recommended naming convention for Sharepoint is as follows:

FILENAME . EXT

Where .EXT is managed by Sharepoint and usually hidden from the user.

The Sharepoint site templates will be configured with 'managed metadata columns', including:

- **Category** – mandatory, one of '**Confidential**', '**Restricted**' or '**Open**' with default to '**Restricted**'; selected from a dropdown list.
- **Title** – mandatory, not necessarily the same as the filename.
- **Status** – mandatory, 'Draft' or 'Published'; selected from a dropdown list.

The user will be required to select or input these values when creating a new file/document or importing an existing one into Sharepoint.

¹ Embedded spaces in file names can cause problems and it is recommended that dash '-' or underline '_' be used instead

² CONFIDENTIAL should be mandatory but RESTRICTED and OPEN may be optional to avoid having to rename large numbers of files. The absence of a value should be taken to mean RESTRICTED, this is the default value and it is anticipated that the majority of files and documents will fall into this category.

³ Confidential files on local drives or portable media must, of course, be encrypted

⁴ Characters with special significance such as '.' or '/' should be avoided.